

[Date]

[Borrower Name]
[Borrower Address]
[City, State, Zip Code]

RE: Notice of Transfer of Loss Mitigation Continuity of Contact

Loan Number: [Loan Number]

Property Address: [Property Address]

Dear [Borrower Name],

We are writing to inform you that the servicing of your mortgage loan is being transferred from [Current Servicer Name] to [New Servicer Name], effective [Transfer Date].

As part of our commitment to assisting you with your loss mitigation options, we are providing you with updated information regarding your assigned Single Point of Contact (SPOC). Your SPOC is responsible for assisting you with your application for foreclosure prevention alternatives and keeping you informed about the status of your request.

Your New Continuity of Contact Information:

- **Assigned Representative/Department:** [Name of SPOC or Dedicated Team]
- **Direct Telephone Number:** [Phone Number]
- **Facsimile Number:** [Fax Number]
- **Mailing Address:** [Address, City, State, Zip]
- **Email Address:** [Email Address]
- **Hours of Operation:** [Hours and Time Zone]

Status of Your Loss Mitigation Application:

Your current loss mitigation status is: [Status - e.g., Under Review / Approved / In Trial Plan]. All documentation previously submitted has been transferred to [New Servicer Name]. You are not required to resubmit documents already provided, unless specifically requested for an update.

If you have any questions regarding this transfer or the status of your file, please contact your new representative at the number listed above. We look forward to continuing to work with you toward a resolution.

Sincerely,

[Sender Name/Department]
[Company Name]